

ACCESS PROJECT 3: Creating a Simple Form and a Simple Report

Objectives Practiced

- Create a simple form.
- Use a form to enter data.
- Create and modify a simple report.
- Preview and print a report.

Lloyd wants to create a form to simplify the data entry process and to print a simple report about the artists who exhibit at the Grey Tornado Gallery's downtown art market.


1. Open **Downtown Art Market 2.accdb** from the folder containing your data files and enable the content of the database.
2. Use the Form Tool to create a simple form based on the Exhibitors table. Save it as **Exhibitors Form**.
3. Switch to Form view, create a new blank record, and enter the data shown in the figure below.

Artist ID:	1314
Last Name:	Kogan
First Name:	Eugene
Phone Number:	405-555-0198
Type of Art:	Jewelry
Waiver Signed?:	<input checked="" type="checkbox"/>

4. Use the Report tool to create a simple report based on the Exhibitors table. Save it as **Exhibitors Report**.
5. Select the **Artist ID** field name, and resize the field to fit the data.
6. Select the **Phone Number** field name, and resize the field to fit the data.
7. Delete the **Type of Art** field.

Hint

To resize the field to fit the data, use the Size to Fit button in the Position group on the Report Layout Arrange tab.



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8. Apply the Module AutoFormat to the report.
9. Preview the report, adjust the width of the report to fit on one page if necessary, and then print the report.
10. Save and close any open database objects. Close the database and exit Access.